

LONDON BOROUGH OF LAMBETH

JOB DESCRIPTION

Job Title: Planning Policy Manager
Group: Planning, Transport and Development
Team: Policy and Place Shaping
Grade: PO7
Responsible to: Head of Policy and Place Shaping
Responsible for: Planning Policy officers

Main purpose of post

Working to the Head of Policy and Place-shaping, this post is responsible for managing the council's Planning Policy team to ensure an up-to-date planning policy framework that reflects the council's priorities for sustainable and inclusive growth. The team is one of two within the council's planning Policy and Place-shaping function; the other team leads on Conservation and Urban Design.

The Planning Policy team leads work on the statutory development plan, neighbourhood planning, supplementary planning documents, infrastructure planning, site-specific policies, evidence and monitoring. It engages with the Mayor in relation to reviews of the London Plan and responds to government consultations on national planning policy changes. The team also provides advice and guidance to the council, and both internal and external customers, on land use planning policy matters.

Key Unit Accountabilities

1. To lead, develop, manage, implement and keep under review strategies, projects and plans relating to all aspects of planning policy and to ensure an up-to-date planning policy framework that reflects statutory requirements, national and regional planning policy and guidance, and the council's priorities.
2. To maximise the effectiveness of planning policies, considering analysis of planning appeals, and to analyse the planning policy implications of development and regeneration schemes.
3. To make recommendations for creative and practical policy and strategy solutions, including the production of planning briefs and preparation of local development documents and supplementary planning documents, in conjunction with departmental colleagues.
4. To lead the adoption of a project management approach to policy development, advice and research, ensuring projects are appropriately defined and resourced, and are delivered on time, to budget and meet their defined requirements.
5. To manage the preparation and review of statutory development plan documents and ensure they meet the legal requirements and tests of soundness and achieve general conformity with the London Plan. This will include meeting requirements for Strategic Environmental Assessment, sustainability appraisal and equalities and health and wellbeing impact assessment.
6. To produce and maintain an up-to-date Local Development Scheme that sets out the council's programme for planning policy development and review.

7. To ensure comprehensive and effective stakeholder engagement and inclusive public consultation during the preparation of planning policy documents, in accordance with the council's Statement of Community Involvement and working closely with the council's communications team as required.
8. To maintain full, accurate, up-to-date and easy-to-use planning policy webpages that make available policy documents, guidance, evidence and monitoring data to service users, customers and the public. To drive forward innovation in use of digital technology to improve service provision and the customer experience whenever possible.
9. To lead on all aspects of neighbourhood planning in accordance with legislative requirements and government guidance, providing appropriate advice and support to neighbourhood planning groups in accordance with the council's policy set out in its Statement of Community Involvement.
10. To prepare and present professional evidence at examination hearings, public inquiries and appeal hearings, and to advise and supervise others in doing this. The post holder will be required to give expert evidence on complex policies and proposals.
11. To lead the preparation and presentation of advice, briefing information and reports on very complex and/or contentious policy issues and development projects, and the preparation of planning briefs and/or planning policies for key development sites.
12. To scope, commission and project manage consultants as necessary to deliver relevant research, and policy and strategy development, including site appraisals and evidence studies, working collaboratively with other teams and service areas as required. To be responsible for managing allocated project budgets.
13. To consider the implications of changes to permitted development rights and bring forward Article 4 Directions when and where necessary in accordance with legislative requirements.
14. To establish an effective policy monitoring framework (including the development pipeline), meeting internal and external standards, to evaluate and review the effectiveness of council planning policies. To keep under review and develop monitoring systems to meet the requirements of external agencies, in particular the London Data Hub, the Housing Delivery Test, the brownfield land register, the self- and custom-build register and information required for the Authority's Monitoring Report.
15. To ensure effective integration with the Development Management service (including planning enforcement), including the provision of timely, accurate and consistent advice on the interpretation of planning policy and contribution to departmental case conferences and strategic panels, so that handling time targets are met.
16. To give advice and assistance to the public and other customers as and when necessary. To represent the planning service at public meetings and site visits to discuss development proposals.
17. To respond to stakeholder issues (including press enquiries, Members' enquiries, Freedom of Information Act requests, and formal complaints) in compliance with established timescales and procedures, and ensure stakeholders' expectations are managed, in the context of the design and delivery of high profile, potentially contentious, policies, strategies and programmes.
18. To negotiate with other sections of the council, Government agencies, the Mayor and other external agencies at a senior level on planning policy issues, regeneration schemes, major projects and a complex range of policy development with planning implications.
19. To ensure that the council is advised effectively regarding the planning implications of corporate programmes and asset reviews in conjunction with the Head of Strategy and Planning Policy.

20. To lead on projects to improve service performance, against government and corporate performance indicators, and / or quality outcomes, based on briefs agreed by senior managers, and including projects identified as part of action plans presented to the Secretary of State and service business plans.
21. To represent the council at a local, regional and national level regarding spatial development and wider regeneration, playing an active role in partnership development and joint working, to promote Lambeth as an ambitious, improving authority. This will include meeting the requirements of the statutory Duty to Cooperate and negotiating, producing and agreeing statements of common ground when necessary.
22. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams, with a focus on collaborative working.
23. To take responsibility, relevant to the post, for ensuring that council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, General Data Protection Regulations, Equalities Act (including meeting the requirements of the public sector equality duty), Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
24. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Dimensions

Staff Management responsibilities

- The role is responsible for the direction, support and development of a team (including professional services consultants where appointed). Staff may be appointed on a permanent or temporary basis.
- Direct line management responsibilities are as identified in the structure chart.
- The post holder will be required to manage staff and lead consultants commissioned in relation to specific projects, appropriate to the level of the grade.
- The post holder will be required to deputise for the Head of Policy and Placeshaping when necessary.

Budgetary responsibilities

- The role is responsible for the authorisation of transactions up to an approved limit prescribed by scheme of delegations.
- The role is responsible for the effective financial management of any relevant budgets, including procurement and income.

Other

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.

The job holder's decision-making authority is determined by council policy and procedures.

PERSON SPECIFICATION
Planning Strategy & Policy Manager PO7

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident Scheme, you will need to give evidence or examples of your proven experience in the areas marked with a " Tick" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Qualification	Q1	An RTPI-recognised degree level qualification in Town Planning or equivalent	A ✓
	Q2	Eligible for Membership of the Royal Town Planning Institute.	A ✓
Key Knowledge	K1	Thorough up to date knowledge of all relevant planning legislation, policies and procedures.	A ✓
Relevant Experience	E1	Considerable recent experience of planning policy work in a local authority setting.	A ✓
	E2	A proven track record of providing advice to councillors, senior officers, developers and the public on all aspects of planning policy.	A ✓
	E3	A proven track record in planning policy development, including experience of the examination process for development plan documents.	A ✓
	E4	Experience of producing, commissioning and managing evidence-base studies and monitoring reports.	
	E5	Experience of managing and developing staff.	A ✓
	E6	Experience of partnership working with different service areas, organisations and	A ✓

		external advisors, and of successfully representing and promoting an organisation with external bodies.	
Core Behaviours		<p>Focuses on People Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.</p>	A ✓
		<p>Takes Ownership Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p>	
		<p>Works Collaboratively Is about helping each other, developing relationships and understanding other people's roles. It's about working together with colleagues, partners and customers to earn their respect and get the best results.</p>	
		<p>Communicates Effectively Is about how we talk, write and engage with others. It's about using simple, clear and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p>	
		<p>Focuses on Results Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.</p>	

March 2019